



## State of Nevada – Department Of Personnel

---

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
N.C.J.I.S. PROGRAM SPECIALIST	31	B	11.129

#### DEFINITION OF THE CLASS:

Under general direction, provides training, conducts on-sight compliance audits, coordinates system access, upgrades, or enhancements for users of the Nevada Criminal Justice Information System which includes NCIC, NLETS, CLETS, etc. and recipients of the system's criminal justice information to ensure compliance with user agreements, established policy and procedure, state and federal laws and to maintain the integrity of the system; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Incumbents develop, plan, organize and conduct system audits of all law enforcement, criminal justice and public safety agencies utilizing the Nevada Criminal Justice Information System for the purpose of ensuring awareness and compliance with established policy and procedure as well as state and federal laws. Coordinate audits with agency staff and develops detailed audit reports.

Incumbents continually monitor system programs and develop long range plans in conjunction with established program policy and state and federal laws. Monitor and review user programs and operations and develop system policies and procedures and various related publications to ensure compliance with state and federal requirements. Work with designated agency terminal coordinator by providing training, direction and assistance in the proper method of systems management and resolution of system problems.

Incumbents coordinate system access for approved agencies including system upgrades or enhancements ensuring that the implementation for access to the network conforms with state and federal regulations and department policy and procedure.

Incumbents develop methods and procedures to ensure that agencies entering data and accessing criminal information from the network are in compliance with established state and federal guidelines. Maintain records and reports and conduct follow-up reviews and audits. Investigate findings or reported cases of noncompliance or misuse of confidential information.

Incumbents plan, develop, implement and coordinate training programs for system users including instructor development, application of system use and system policy and procedure. Instruction is provided through development of a training curriculum, development of a course outline and conducting research regarding related training material, state and federal laws, policies and standards concerning system parameters. Prepare training aids, material and examinations. Evaluate training effectiveness and training materials, monitor program results and recommend and/or implement changes in course curriculum.

Incumbents respond to agency inquiries and provide assistance regarding system operations, policy, procedure and applicable laws to maintain compliance. Explain provisions and application of laws.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of departmental rules, regulations, policies and procedures. Knowledge of state and federal laws pertaining to the storage and release of criminal history records. Knowledge of the criminal justice process including but not limited to the legal rights of citizens and record maintenance. Knowledge of the functions of external regulatory agencies. Knowledge of where to go within the department and the state for needed information and to judge what information should be passed on to different levels of management. Knowledge of system protocols, telecommunications circuitry and data line configurations to assist new and existing users in developing system hook-ups, upgrades and enhancement. Knowledge of law enforcement terminology. Knowledge of criminal law as applied to proper utilization of a criminal information system.

Ability to analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives. Ability to set priorities which accurately reflect the relative importance of job responsibilities. Ability to determine certification compliance by comparing course curricula and training records to certification standards. Ability to establish and maintain cooperative working relationships with law enforcement, criminal justice and public safety agencies on a local, state and federal level.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of automated equipment. Basic knowledge of research methods and techniques.

Ability to develop and present training programs. Ability to interact diplomatically with agency staff, state and federal agencies, professionals and the general public on a continuous basis. Ability to utilize a computer terminal and associated ancillary equipment. Ability to read and interpret federal and state laws, court decisions and statutory proposals to maintain compliance and disseminate information. Ability to work independently. Ability to communicate effectively both orally and in writing. Ability to speak extemporaneously or on short notice. Ability to evaluate effectiveness of training programs. Ability to identify noncompliance regarding established policy and procedure and make effective recommendations to resolve problems. Ability to maintain records and reports to conduct follow-up reviews and audits. Ability to prepare comprehensive written reports.

**EDUCATION AND/OR WORK EXPERIENCE:**

I

An Associate's degree from an accredited college or university with major coursework in criminal justice, computer science, communications or related field and one year of experience developing and conducting training programs; coordinating access to data systems, upgrades or system enhancements; and/or establishing program policy and procedures and ensuring compliance with state and federal laws, to maintain the integrity of the system; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

II

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>11.129</u>
	10/24/80
REVISED:	7/1/89P
	9/27/88PC
REVISED:	7/1/93P
	8/31/92PC